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STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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October 5, 2016
NOTICE OF JOB VACANCY
#16-232

This is a repost of vacancy announcement 16-194. Those who previously applied need not reapply.

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Office of the Attorney General, for interested applicants who meet the minimum job requirements specified below:

TITLE: Chief Investigator, Law & Public Safety

SALARY: \$73,867.90 - \$107,117.76

LOCATION: Office of the Attorney General
Office of Law Enforcement Professional Standards
Richard J. Hughes Justice Complex, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Director, Office of Law Enforcement Professional Standards, serve as day-to-day supervisor of the Investigative Unit, which currently consists of the Chief Investigator and four investigators; Participate in the hiring of all investigative personnel, and supervise, monitor, evaluate, and discipline investigative personnel as needed; Plan, direct, organize, coordinate, and evaluate the overall activities of the Investigative Unit; Ensure that the State Police perform in accordance with the Law Enforcement Professional Standards Act of 2009 (the Act); Knowledge of criminal law and procedure; Work closely with the Director of OLEPS and other unit heads in reviewing and commenting on State Police SOP's, OI's and other policies and procedures to ensure compliance with the Act and best practices; Act as liaison between the State Police and the Department of Law and Public Safety (DLPS) on matters relating to the Act, including participating in quarterly risk management meetings at State Police; Act as liaison between the State Police, the Office of Professional Standards (OPS), and the Office of Quality Assurance (OQA); Responsible for the OLEPS biannual audit of OPS; The audit involves a review of all complaints regarding racial profiling, disparate treatment, excessive force, illegal or improper searches, false arrests, and domestic violence; A sample of other completed investigations are also selected for review; The audit further reviews the timeliness of OPS investigations; Accordingly, knowledge of the internal investigation process is essential; Contribute to the OLEPS oversight reports by supervising the reviews of State Police motor vehicle stops, approximately 600 per year, to ensure that both the stop and post-stop activity were conducted in a constitutional manner and were in compliance with applicable NJSP policies and procedures; Identify issues that arise from the reviews and meet with State Police to discuss the issues; Accordingly, knowledge of motor vehicle stop and post motor vehicle stop practices is essential; Supervise or assist in the audit of the State Police Training Bureau, including reviewing lesson plans to ensure conformance with the Act, and assist in reporting the findings in the OLEPS oversight reports; Address citizen complaints of the outcome of a completed internal misconduct investigation by performing a detailed and thorough review of the investigation and make recommendations, as needed, to the relevant authorities; Attend meetings and other public forums on community policing; Develop and promulgate OLEPS SOP's in coordination with the Director and the DLPS; Provide investigative support to Deputy Attorneys General prosecuting administrative cases, as needed; Formulate and implement policies and procedures related to administrative investigations; Perform and supervise special investigations or projects as



assigned by the Attorney General's Office or referred by OPS; Review, monitor and approve investigative reports used for the evaluation and prosecution of administrative cases; Assist with the Office's annual budget, and monitor revenue and expenditure transactions; Identify operational problems and formulate appropriate solutions; Act as a liaison with NJSP and law enforcement agencies, and the public; Respond to representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information in a timely manner; Provide assistance and guidance to both urban and suburban law enforcement entities statewide on police best practices, as assigned by the Attorney General; Monitor and investigate NJSP policing operations affecting members of the public; Perform such other functions as may be necessary for promoting the objectives of the Office and as set forth in the Act; Assist in the Comptroller's Office audit of OLEPS by pulling documents and having them available upon the auditor's arrival and maintaining a list of records provided; Resolve audit issues as soon as they are brought to the Office's attention; Review the Comptroller's Office audit draft report and assist in providing a response, if needed; Assist with the Office's case management system by periodically updating all necessary information recorded in the case management system and preparing a report detailing historical and current case load information for each unit.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Six (6) years of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, or surveillance activity, including the preparation of investigative reports; **OR** Six (6) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** Six (6) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest; **AND** Three (3) years of the six (6) years of experience shall have been in the administration of investigative programs, initiatives, and regulatory and administrative audits.

NOTE: Preference will be given to candidates with ten (10) years of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, or surveillance activity, including the preparation of investigative reports; **OR** ten (10) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** ten (10) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest; **AND** five (5) years of the ten (10) years of experience shall have been in the administration of investigative programs, initiatives, and regulatory and administrative audits.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: Graduation from an accredited college or university with a Master's Degree in Criminal Justice, Public Administration, Business Administration, or a related field may be substituted for one (1) year of the indicated nonsupervisory experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

If you possess the required experience and education and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of October 19, 2016 to:

Recruitment Coordinator
Office of the Attorney General - Human Resource Management
P.O. Box 081 - Trenton, NJ 08625-0085
LPS.Humanresources@lps.state.nj.us

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.